

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: OUTREACH COORDINATOR

POSITION LOCATION: Statewide

POSITION GOAL: To coordinate the services for the ECE Parent Outreach Program in conjunction with the Arizona Early Intervention Program (AzEIP).

QUALIFICATIONS:

- Bachelor's Degree in the Education of the Blind & Visually Impaired, Deaf & Hard of hearing, or related field.
- Certified or certifiable by Arizona State Department of Education as a teacher (HI or VI).
- Three years of successful experience teaching blind/visually impaired, deaf/hard of hearing, or multiply disabled students in a center based or public school program.
- Independent and reliable means of transportation.

PREFERRED QUALIFICATIONS:

- Master's Degree in the Education of the Blind & Visually Impaired, Deaf & Hard of hearing or related field.
- Experience in Early Childhood Education Programs.
- Experience in working directly with families.
- Course work and experience in early childhood development and family counseling.
- Current AERBVI certification for Visually Impaired or current CED for Deaf/Hard of Hearing.

GENERAL DUTIES:

- Recruits, trains, supervises and evaluates Parent Advisors and consultants working with blind & visually impaired or deaf & hard of hearing children and their families.
- Conducts and coordinates evaluations and IFSP development/ implementation for children eligible for ASDB and AzEIP services.
- Conducts or coordinates functional vision or audiological assessments for infants/toddlers.
- Interfaces with the AzEIP Interagency Coordinating Council Management Teams and Community Advisory Councils.
- Coordinates parent education and family counseling.
- Coordinates local AzEIP and community services for eligible families.
- Coordinates transition to preschool programs for three-year-old blind & visually impaired or deaf & hard of hearing children.
- Manages budgets and tracks statistical information for AzEIP services.
- Keeps informed of laws, regulations, statutes, rules and policies affecting the ECE programs.
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Supervisor or Director for ECFE.

SPECIAL REQUIREMENTS/CONDITIONS:

- Travel is required

PAY PLAN: <u>Certified/CS2</u>	GRADE: <u>Open</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised: 7/2006</u>
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